

तकनीकी रिपोर्ट तैयार करने के लिए  
दिशानिर्देश

भाग 3 औद्योगिक क्षमता सर्वेक्षण रिपोर्ट

( पहला पुनरीक्षण )

**Guidelines for Preparation of  
Technical Report**

**Part 3 Industrial Potential Survey Reports**

( *First Revision* )

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भारतीय मानक ब्यूरो

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## FOREWORD

This Indian Standard (Part 3) (First Revision) was adopted by the Bureau of Indian Standards, after the draft finalized by the Publication and Graphic Technology Sectional Committee had been approved by the Management and Systems Division Council.

Industrial potential survey reports form a distinctive group of technical literature. They serve as vital tools in the process of industrial planning and development of different states/regions. A number of states/regions are presently engaged in exercises aimed at identifying specific project ideas in the light of natural and other resources and infrastructure facilities which could be taken up for implementation.

These reports aim:

- a) To review briefly the broad economic setting of a state or region vis-a-vis demographic trends, agricultural economy, backward districts and the present industrial set up with reference to the natural resources;
- b) To examine the availability and adequacy of various infrastructure facilities;
- c) To discuss the industrial projects and possibilities based on minerals, chemicals, forest resources, agriculture etc;
- d) To specifically identify those industrial projects that hold promise to come up in the near future in the above groups; and
- e) To indicate the new orientation in the policy and in the institutional framework at the state or regional level necessary to create a suitable climate for promoting viable industrial projects. Such reports will be useful to various planning forums at the state, central and regional levels, term financing institutions, industrial development centres, investment promotion centres and potential entrepreneurs.

The guidelines for the preparation of such reports aim to place various 'industrial potential surveys' in a unified framework with a view to making these studies more comparable with each other, than has been possible hitherto.

The Standard was first published in 1987. This revision has been brought out to bring the standard in the latest style and format of the Indian Standard.

This standard (Part 2) is a part of IS 8010 series of standards under the general title 'Guidelines for preparation of technical reports'. Other parts in this series are:

Part 1 Research and development reports  
Part 2 Feasibility reports

The composition of Committee responsible for the formulation of this standard is given in Annex A.

*Indian Standard*

# GUIDELINES FOR PREPARATION OF TECHNICAL REPORTS

## PART 3 INDUSTRIAL POTENTIAL SURVEY REPORTS

( *First Revision* )

### 1 SCOPE

This standard (Part 3) provides guidelines for the presentation of information and production of industrial potential survey reports.

### 2 REFERENCES

The standards given below contain provisions which, through reference in this text, constitute provision of this standard. At the time of publication, the edition indicated were valid. All standards are subject to revision, and parties to agreements based on this standard are encouraged to investigate the possibility of applying the most recent edition of these standards:

<i>IS No.</i>	<i>Title</i>
IS 795 : 2013	Guide for preparation of abstracts ( <i>second revision</i> )
IS 1275 : 2018	Information and documentation — Guidelines for the content, organization and presentation of indexes ( <i>second revision</i> )
IS 2381 : 2014	Information and documentation — Guidelines for bibliographic references and citations to information resources ( <i>third revision</i> )
IS 4731 : 2009	Guide for preparation of manuscript of an article in a learned periodical
IS 6660 : 1972	Guide for illustrations in books
IS 9400 : 1980	Guide for the preparation of bibliographic description sheet for technical reports

### 3 TERMINOLOGY

**3.1 Industrial Potential Survey Report** — A document which brings out specific project ideas keeping in view the natural and other resources and infrastructure facilities available in a particular

area/region and assists in further processing the project preparatory activities.

### 4 SECTIONS OF INDUSTRIAL POTENTIAL SURVEY REPORT

**4.1** An industrial potential survey report will normally comprise the following elements:

- a) Front cover
- b) Preliminary pages:
  - 1) Title page,
  - 2) Back of title page,
  - 3) Bibliographic description sheet,
  - 4) Summary,
  - 5) Foreword,
  - 6) Table of contents,
  - 7) Abbreviations\*, and
  - 8) Signs and symbols\*.
- c) Body of the report:
  - 1) Introduction,
  - 2) Economic background,
  - 3) Infrastructure,
  - 4) Present industrial setting, and
  - 5) Potential industrial projects.
- d) End matter:
  - 1) Acknowledgement\*\*,
  - 2) References,
  - 3) Bibliography,
  - 4) Tables\*,
  - 5) Illustrations\* and graphs,
  - 6) Appendices, and
  - 7) Index.

#### 4.2 Front Cover

The front cover may give the following:

- a) Report number\*\*\* and the month and year of preparation on the top right hand corner;
- b) Title of the report;
- c) Sub-titles, if any;
- d) Name(s) of person(s) who carried out the study;

\*If not included in the body of the Report.

\*\*May be included either in the end matter or as part of preliminary page.

\*\*\*The report number shall also be given on the top right hand corner of the back page.

- e) Name and address of the organization to which the study was entrusted;
- f) Name of the sponsoring authority; and
- g) Security classification, if any.

#### **4.3 Title Page**

The title page may include the following:

- a) Report number\*\*\* and the month and year of preparation on the top right hand corner;
- b) Title of the report;
- c) Sub-title, if any;
- d) Name(s) of the person(s) who carried out the study;
- e) Price, if any, if not given on the back of the title-page;
- f) Security classification, if any; and
- g) Name of the sponsoring authority.

**4.3.1** The title should be concise and should indicate clearly the subject of the report and should be exactly the same as on the title page and the cover.

**4.3.2** Information given on both the front cover and the title-page shall appear, as far as possible, in similar positions.

#### **4.4 Back of the Title Page**

Any special statements required to be incorporated by the sponsoring authority may be given on the back of the title-page, for example, limitations on reproduction, security, legal information, disposal instructions and restrictions in force. Price of the report, if any, may also be included on the back of the title-page.

#### **4.5 Bibliographic Description Sheet**

A bibliographic description sheet conforming to IS 9400 shall be provided to help in bibliographic control and facilitate processing of the document for the library and documentation purposes. The abstract given in the sheet shall conform to IS 795.

#### **4.6 Summary**

The summary shall contain an informative precis of

the entire report. Besides bringing out definitive conclusions and recommendations on all the basic issues of the survey, the summary shall set out the industrial opportunities that can be developed into industrial projects.

#### **4.7 Foreword**

The foreword may bring out the background of the survey along with statements relating to the survey initiator and the agency carrying out the survey.

#### **4.8 Table of Contents**

The table of contents shall give the principal headings verbatim and in the order in which they appear in the report.

**4.8.1** Where two or more parts of a multi-section report are produced simultaneously, the complete table of contents shall appear in the first part. The second and subsequent parts may contain a table of contents specific to that particular volume.

**4.8.2** Where a multi-section report is produced in parts at intervals of time, a full table of contents should be included as an addendum to the final volume.

#### **4.9 Introduction**

- a) Objectives of the report;
- b) Economic, industrial, financial, social and other related policies;
- c) Sectors of industry considered;
- d) Geographical coverage of the survey;
- e) Relevant information of the survey initiator; and
- f) Studies and investigations already performed and which are relevant to the present survey.

#### **4.10 Economic Background**

- a) Physical features:
  - 1) Location,
  - 2) Climate, and
  - 3) Rainfall.

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\*\*\*The report number shall also be given on the top right hand corner of the back page.

- b) Demographic trends;
- c) Population;
- d) Urbanization, literacy and tribal component;
- e) Occupational classification;
- f) Employment;
- g) Trends in income;
- h) Progress in trends in agricultural production, including the status of major inputs required, such as irrigation, fertilizers, pesticides etc;
- j) Natural resources available; and
- k) Skills available.

#### 4.11 Infrastructure

- a) The transport system;
- b) Road;
- c) Railways;
- d) Ports;
- e) Power supply (including tariff rates);
- f) Communications;
- g) Social infrastructure:
  - 1) Health,
  - 2) Education, and
  - 3) Housing,
- h) Banks; and
- j) Financial Institutions.

#### 4.12 Present Industrial Setting

- a) Location, type, capacity and number of existing units including a brief discussion on how these units have developed;
- b) Institutional framework for industrial development;
- c) Incentives and concessions offered; and
- d) Industrially backward areas.

#### 4.13 Potential Industrial Projects

- a) Mineral based industries;
- b) Forest based industries;
- c) Chemical and allied industries;
- d) Electronics and allied industries;
- e) Engineering and allied industries;
- f) Agro-based industries;
- g) Textiles;
- h) Small scale industry;
- j) Village and cottage industries; and
- k) Tourism.

#### 4.14 Profiles of Candidate Projects

The profiles of the candidate projects may be given

setting out the following features:

- a) Project;
- b) Location;
- c) Capacity;
- d) Investment/outlay; and
- e) Remarks, if any.

#### 4.15 Acknowledgement

Acknowledgement of help received in preparing the survey report should be made in a separate section.

#### 4.16 References

References shall be provided for documents mentioned in the text and shall be listed and numbered in the order in which they first appear in the text. The bibliographical form shall conform to IS 2381 and titles of periodicals should be abbreviated in accordance with IS 18. Where an original source is quoted from an intermediary source, both shall be cited, with the intermediary preceded by the words 'quoted in'.

#### 4.17 Bibliography

This is a list of references in addition to those cited in the text of the report. If included the bibliography should indicate whether it is comprehensive or selective.

#### 4.18 Tables, Illustrations and Graphs

Tables, illustrations and graphs should preferably appear at the appropriate places in the body of the text, but where space considerations or reprographic techniques preclude this, they may be put together as appendices. Tables and illustrations shall conform to the recommendations given in IS 4731 and IS 6660 respectively.

#### 4.19 Abbreviations

If a list of abbreviations is included it shall form part of the preliminary pages [see 3.1 (b)]. The list should contain only those abbreviations which are not in common use. In the absence of a list, abbreviations should be accompanied by their full form at the first instance of their use in the text.

#### 4.20 Signs and Symbols

Signs and symbols used in the report should comply

with the relevant Indian Standards on the subjects or other generally accepted systems of nomenclature. Greek symbols should be arranged separately. A list of these should be given along with the units of measurement arranged in alphabetical order.

#### **4.21 Appendices**

Appendices should give details of explanations of methods and techniques summarized in the main text together with supplementary matter which cannot be accompanied in the main body of report.

#### **4.22 Index**

A lengthy report should have an index complying with IS 1275.

### **5 PAGINATION AND NUMBERING**

#### **5.1 Page Number**

Pages shall be numbered in international form of numerals consecutively throughout the report. Blank pages shall be avoided wherever possible but if they occur they shall be counted in the page numbering. However, blank leaves used as separators shall not be taken into account for numbering.

#### **5.2 Section Number**

Sections shall be numbered throughout the main body of the text and appendices. The numbering of sections in appendices shall follow a separate sequences from that of the main text. International form of numerals shall be used for section numbering. If necessary, the alphabet or Roman numerals may be used for appendices.

#### **5.3 Reference Number**

Identification numbers, letters or marks for literature

reference shall be printed as superscripts or, if on the line, in parentheses immediately following the relevant word or phrase in the text. Different sequence shall be used for foot-notes and bibliographical references.

#### **5.4 Other Material**

Tables, illustrations, drawings and graphs shall be numbered in separate sequence in international form of numerals.

### **6 PRODUCTION**

#### **6.1 Type**

Type faces and the line spacing shall, be so chosen as to facilitate reading and shall not be less than 10 point for the text matter.

#### **6.2 Size**

The report shall be in A4 size (210 mm × 297 mm).

#### **6.3 Columns**

For printed reports, more than one column may be used.

#### **6.4 Covers**

Cover should be of sufficient strength to protect the contents for a reasonable period.

#### **6.5 Binding**

Any style of binding, giving a substantial or permanent anchorage down the left-hand side of the report is acceptable, provided it allows the text of the report to lie reasonably flat without damage to the spine.

## ANNEX A

(Foreword)

## COMMITTEE COMPOSITION

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Amendments are issued to standards as the need arises on the basis of comments. Standards are also reviewed periodically; a standard along with amendments is reaffirmed when such review indicates that no changes are needed; if the review indicates that changes are needed, it is taken up for revision. Users of Indian Standards should ascertain that they are in possession of the latest amendments or edition by referring to the website- [www.bis.gov.in](http://www.bis.gov.in) or [www.standardsbis.in](http://www.standardsbis.in).

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### **Amendments Issued Since Publication**

<b>Amend No.</b>	<b>Date of Issue</b>	<b>Text Affected</b>

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